



Old Dominion University
Department of Human Resources
Direct Hire Process

Employment of hourly employees must be fully supported by the timely completion of all employment paperwork. This includes hourly employees who are hired through recruitments as well as “direct hires.”

The direct hire process provides a means for departments to employ part-time wage (hourly) staff, without a recruitment, when an employee is needed to meet seasonal or temporary workload needs for short-term projects, as interim replacements or to perform jobs that do not require a classified employee.

Process:

- Hiring supervisor **has candidate complete a state application for employment**, interviews candidate, and conducts **at least one** job-related reference check (two are preferred and reference is to be given by former **employer** – NOT by a personal reference), **completing a Reference Report and submitting it to Human Resources along with all the other hiring paperwork.**
- If reference check is satisfactory, hiring supervisor completes an E-1 Form **with no end date**, prepares a hiring request memo (sample attached), attaches the completed state application for employment, and has the candidate complete all employment forms.
- No person can begin work until the criminal history background check results have been received by Human Resources and Human Resources staff approved all documents that have been submitted.
- The employee **must** bring the I-9 Form to Human Resources, along with appropriate identification, and complete with the assistance of Human Resources staff.
- **A copy of the new employee’s social security card MUST also be provided to Human Resources BEFORE the person will be placed on payroll.** (If the person does not have a copy of his/her social security card, he/she must go to a local Social Security Administration Office and apply for a new card).

He/she can submit the notice from Social Security Administration (which lists the SSN) stating that a new card is on order and Human Resources will put him/her on payroll. When the new card is received, a copy **must** be sent to Human Resources).

- **Direct Hire paperwork must be submitted to Human Resources FIVE DAYS BEFORE the employee's first work day.**

S A M P L E M E M O

TO: Pamela Harris
Staffing & Operations Manager

FROM: Name
Title

DATE:

SUBJECT: Direct Hire

Under the direct hire policy, please appoint (**name**) (**social security number**) to (**position number, position title**) at the hourly rate of (**amount**), beginning (**start date**).

Please provide justification regarding the candidate as it relates to the following factors:

- relevant work experience & education & previous performance
- relevant knowledge, skills, abilities and competencies
- relevant training, certification, license, etc.
- provide justification regarding hourly rate more than the minimum of the pay band (if applicable)
- internal salary alignment (How will proposed salary compare to salaries of other employees in the dept.? Will there be an equity issue?)

A completed E-1 and all employment paperwork, **EXCEPT** an I-9* (unless this is a position at a Higher Education Center Site), including a copy of the person's social security card are attached.

*** The proposed employee will bring the I-9 to Human Resources, along with appropriate identification, and complete the form with the assistance of Human Resources staff**

I understand that the proposed employee CANNOT begin work until completing the I-9 in Human Resources and the results of the criminal history check have been received by Human Resources.

Required Attachments:

E-1 Form
Reference Report (1 is REQUIRED – 2 are preferred)
State Application
Child Support Disclosure and Authorization Form
Dual Employment Reporting Form
Summary of Virginia's Policy on Alcohol and Other Drugs
Use of Electronic Communications and Social Media Certificate of Receipt
Equal Opportunity Data Form
Selective Service Form (males only)
Elected Official Disclosure Form
I-9 Form with appropriate identification (if Higher Education Center Site)
VA-4 Form
W-4 Form
Direct Deposit Form
Criminal History Record Request Form (contact HR for the appropriate form)
Copy of Social Security Card